

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability and as a result of your disability need:

-A change in the rules or policies to give you and equal opportunity to use the facilities of or take part in the Section 8 program, or

-A change in the way we communicate with you or give you information,

You may ask for this kind of change, which is called reasonable accommodation.

If you can show that you have a disability and if your request is reasonable (does not pose “an undue financial or administrative burden”), we will try to grant your request.

We will give you an answer within 10 calendar/working days unless there is a problem getting the information we need or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet you needs.

If we turn down your request, we will explain the reasons, and you can give us more information if you think that will help.

If you need help filling out a Request for Reasonable Accommodation form or if you want to give us your request in some other way, we can help you.

You can get a Request for Reasonable Accommodation form at the front desk of our housing agency.

Note: All information we provide will be kept confidential and will be used only to help you have an equal opportunity to participate in the Section 8 program.

1010 Monmouth Street
Newport, KY 41071

RESIDENT ADVISOR NEWSLETTER

Resident Advisor Newsletter Winter Edition—January 2007



The mission of CCDH is to work with the community to provide safe, decent, affordable housing for eligible families and to provide and promote self-sufficiency and economic independence for residents.

Campbell County Department of Housing

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TIPS TO SAVE ON HEATING BILLS



Here is a listing of some common ways to reduce your heating bill.

1. Seal air leaks with caulking, weather stripping, and sheets of plastic on large areas.
2. Check your furnace filters at least once a month and replace it if it appears dirty.
3. If you have ductwork in the attic or garage, be sure it is covered with at least 6" of insulation.
4. Lower your thermostat to the lowest temperature that is comfortable to you and your family. You may save as much as 3% for each degree you lower your thermostat.
5. Reduce your thermostat at night or when you are away. A 10 degree setback for 8 hours could save 9%.
6. If your home has a crawl space with air vents in the walls, close the vents and seal with insulation from the inside during the winter.
7. Seal seams and joints in ductwork with duct sealing compound and insulate them with insulation if they are in a cold attic, basement or garage.
8. The "auto" thermostat setting on central heating systems may save you money.
9. If you have a heat pump, keep the outdoor unit clear of grass, leaves and snow around the outdoor coil.
10. Never switch a heat pump to the "emergency heat" setting on the thermostat unless it is malfunctioning.
11. Keep your fireplace damper closed when not in use.
12. Consider installing doors over the fireplace opening to cut down on drafts.

Source: Duke Energy FAQ's about heating tips
www.dukeenergy.com

NOTICE ABOUT REQUEST FOR TENANCY APPROVALS (RTA'S)

As per HUD regulations, a copy of the proposed lease **must** be submitted with each RTA that is submitted. ***An inspection will not be scheduled until we have received both the RTA and the proposed lease.*** The proposed lease must contain the following information; term of the lease, renewal terms, and who pays for what utilities. The lease terms must also match the contract date.

RIGHT TO PRIVACY

All adult members of both applicant and participant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization states how family information will be released and included the Federal Privacy Act Statement. Any request for applicant or participant information will NOT be released unless there is a signed release of information request from the applicant or participant.

PORTABILITY

Portability is a term used to explain a family's ability to move from one Housing Authority's jurisdiction to another while continuing to receive assistance. Who is eligible: (1) A family that has not yet leased a unit under the voucher program is eligible if the head of household or spouse was a resident of Campbell County at the time the application for assistance was submitted (must provide verification of residency)

- (2) A non-resident family must satisfy one year's lease term in a unit subsidized by CCDH in order to be eligible.
- (3) To participate in portability after one year lease, a proper 30 day notice to move must be submitted to both the Landlord and CCDH in addition to a statement from the landlord saying no money is owed under the current lease.
- (4) All proper portability paperwork must be given to the CCDH when requested.
- (5) Family income must be eligible in the area where the family initially leases a unit with assistance in the voucher program.

Anyone interested should ask their housing specialist for more information.

WINTER CARE PROGRAM

Winter Care is a program sponsored by Duke Energy in Kentucky designed to assist those in need with their heating bills during the winter season.

How to apply: Eligible customers will receive a one time payment available November through March or until funds are depleted. For additional information or to apply for assistance please call 1-800-456-3452 or 1-800-372-2973 (TTY for hearing impaired)

Reminder.



You must have an appointment to see your Housing Specialist. ***We do not accept walk-in appointments.*** Please call your specialist at 261-5200 to schedule an appointment.

10 Day Change Form

A ten day change form must be submitted if you have any changes to your case, i.e. changes in income, child care, medical expenses, household members (adding or deleting) within 10 days of the date of the change. Documentation to verify the change ***must*** accompany the change form at the time you turn it in for it to be accepted.